



# Staff Handbook

September 2020



***Building a firm foundation that inspires every child to aim high and exceed their own expectations on their journey to successful adulthood***

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## Welcome

Welcome to Riverbridge Primary. We hope you enjoy working at our school whether it is for a long or short period. This handbook is intended to help you understand how our school works and the expectations we have of each other to ensure our vision is fulfilled.

## Absence – Children

If a child is absent parents are asked to call the school absence line before 9.30am to explain the absence. If we don't receive this information, office staff will call parents.

## Absence – Staff

If you decide that you are too ill to be in school, you will need to let us know as soon as possible. Teachers should ring Claire Quillish on 07971 095712 between 6.45- 7.00am of the day you are going to be absent.

TAs should phone Jan Ronicle on 07808 929911 between 6.45-7.15 a.m. of the day you are going to be absent (or the night before if appropriate).

Office staff should phone Julie Williams on 07956 575862 between 6.30-7.00 am.

You will need to speak to them personally to explain the situation. **It is not acceptable to text or leave messages on the school answer phone or with other colleagues.**

Please bear in mind that all staff absences and the reasons for them are monitored.

Please contact the school office **before 3.00pm** each day that you are away to inform school whether or not you will be in the next day.

On your return, a staff absence form needs to be completed and returned to Claire Quillish, our School Business Manager. The staff absence form is available to print off from Staffshare/Forms/Absence Form or from the school offices.

In the case of absence for reason other than personal illness, staff should refer to the Special Leave of Absence Policy and complete an Absence Request Form as above.

Teachers absent on a Monday must ensure that planning is emailed to their Year Group Leader by 8am. Year Group Leaders should email a member of SLT.

## Access and Car Parking

The school is open from 7am – 6.00pm Monday – Friday

Access to the school is via the main entrances on each site. Parking in the school car park is at owner's own risk as unfortunately Riverbridge Primary School cannot be held responsible for any damage that may occur.

Staff should display their parking permits in their car each day. Please see Julie Williams if you require a permit.

## Accidents and Illness of Children during the School Day

Most staff have been trained in basic first aid and all office staff are Senior First Aiders.

If a child says they are feeling unwell please make a judgement about how serious you think this is. If you feel it is a genuine illness, please send the child to the school office for some quiet time to see if this remedies the situation. If the child is still poorly a decision will be made to contact the

parent to send the child home. Please ensure the adult collecting the child signs the child out through the school office.

All accidents should be recorded in the relevant Accident log. More serious accidents will be logged on the Surrey online site by a member of the office team. The incident is then reviewed and signed off by the Office Manager who will refer to SLT as required.

If a child has received a bump to the head, please ensure parents are informed at the end of the day. A slip will be provided by the office staff. If the head injury is anything more serious parents must be contacted as soon as possible and asked to come to make a judgement as to whether or not the child needs to go to Casualty.

For children that are prescribed Epipens, one is kept in the classroom and one in the school office. Inhalers and other medication are held in the school office.

If a child is physically sick in school, they should be sent to the school office (with the sick bucket) accompanied by another child / adult. Cover any vomit with a chair and if necessary, remove the class. Once informed, the office will arrange clearance.

### **Appraisals**

Staff appraisal is an integral aspect of our practice and takes place annually for every member of staff. Teachers are also expected to take part in a mid-point review of their targets in order to anticipate outcomes of performance related pay.

### **Assemblies**

Assemblies take place every day. During the academic year 2020-2021, due to Covid19 restrictions, these are likely to be based in classrooms.

The plan and themes for each assembly will be accessible on the server:

Staffshare>TIMETABLES>Timetables 2020-2021>ASSEMBLY ROTAS.

Teaching staff will also have access to these plans via GoogleSheets.

When attending an assembly based in the school hall, please could all staff be proactive about managing the children's behaviour. Please also anticipate possible issues that may arise with certain children sitting next to each other and make sure the children sit with other children who help them make the right choices regarding listening and behaving.

### **Behaviour Management**

It is very important that we are all consistent about our expectations of behaviour management. All staff must be familiar with the Behaviour Management processes and procedures and actively play their part in ensuring we promote good behaviour for learning rather than just behaviour for compliance. Shouting at children is completely unacceptable and usually leads to further deterioration of behaviour. If you are struggling with any aspect of Behaviour Management, please speak to a Senior Leader who can offer support or further training. Please also remember that we refer to the pupils as 'children' or 'pupils' but not 'kids'.

### **Break/Lunch times**

School provides all staff with tea, coffee and milk. These, alongside sugar and water – hot and cold are available in the staffroom. Please feel free to use this during your break times. A member of the office staff will replenish the stocks when they are running low. Please let them know if this is

the case. Staff are reminded that it is your responsibility to wash up your own items and that it is everyone's job to help keep the staffroom tidy.

Hot drinks can only be taken into classrooms or onto the playground if in a non-breakable container with a screw top lid.

### **Break Duties**

A break duty rota is put together at the beginning of each term and is emailed to staff and displayed on the staffroom notice board. We try to ensure that teaching staff do not have to lead an assembly then carry out a break duty. If you know you will be absent on your duty day, please arrange cover for yourself. If you know someone is absent and it is their duty day, please check that cover is arranged or offer to cover it yourself.

Please could teachers ensure they return straight to class after carrying out a break duty. Please do not take your 'break' after the children have returned to class. Teaching assistants who are on playground duty take their break during assembly and should be on the playground ready for the children.

### **Breakfast and After School Clubs**

The breakfast club runs from 7.45-8.45 am. Parents are able to book online or with the school office, which the office staff can explain to parents.

The After School clubs are managed by Fit for Sport at the Leisure Centre and Cool Club at Our Lady of the Rosary and run until 5.55pm.

Bookings are made by parents directly.

### **Calendar**

We have an electronic diary attached to each email address. You should check this regularly and if you know you are out of school for training etc, check it is on the diary. If not please email [office.riverbridge@lumenlearningtrust.co.uk](mailto:office.riverbridge@lumenlearningtrust.co.uk) and if you need cover, also email Sian McCarthy

### **CCTV**

We use CCTV in various locations around the school site to ensure everyone remains safe. We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded, with security cameras which are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

### **Child Protection**

Mary Ellen McCarthy, Paul Grimwood, Jane Wallace, Sian McCarthy, Jan Ronicle, Louise Price & Nina Talkington are Riverbridge's Designated Safeguarding Leads. All staff are required to take part in the basic Child Protection training every year and familiarise themselves with the contents of the Child Protection Policy. If you are ever concerned that there may be a child protection concern please refer to this policy and speak to one of the DSLs in confidence who will then make the decision about action that may be taken.

### **Classrooms, Cloakrooms and Offices**

Please ensure your classroom, cloakroom and office (if relevant) is kept tidy. We cannot expect children to respect and feel proud of their learning environment if it is untidy. It is an expectation that children help to keep the learning environment tidy and learn to put things away and keep resources attractive and usable.

### **Clubs and Activities**

The majority of clubs currently run after school. They change on a termly basis and there will always be an up to date list in the school office. The clubs will be planned at the beginning of the year to ensure there is a spread of opportunity in each key stage. Places in clubs are determined according to the nature of the club.

### **Confidentiality**

Confidentiality is an expectation of all staff. Please also consider what you say about the school and how you speak about our children in the wider community and what information you share, including on social networking sites such as Facebook. Speaking about children or staff in a derogatory manner or writing about them on social networking sites such as Facebook is obviously unacceptable. It is important that the profile of the school is not compromised in any way as inevitably this could also compromise the needs of the children in the school. Staff who do not respect confidentiality on these terms are likely to face disciplinary action.

### **Communication with parents/carers**

In order to support our partnership with parents, it is vital that our communication with them is strong and consistent. It is very important that teachers take every opportunity to involve parents especially with regard to behaviour management. If there has been an incident where a child has been hurt (either physically or verbally) OR it has been alleged that a child has hurt someone – the class teacher must tell the parent BEFORE the child goes home. If school does not make contact, then it is likely that the communication 'space' will be filled by the child's perception of the event which in turn can lead to tension in the home-school relationship. It is equally important for parents to be contacted in order to celebrate children's successes.

Parent-teacher consultations take place in the first half term of the Autumn term and the second half term of the Spring term.

### **Daily Information**

The daily diary is written on the whiteboard in the staffroom along with any additional information that may be required. All staff are expected to read this when they arrive in the morning. Please can you also check it from time to time during the course of the day as changes do occur, sometimes with limited notice.

The information for the daily diary is taken from the School's electronic diary – please ensure that you update this with your training commitments or key meetings. The office staff can assist with putting a large number of appointments on the diary (e.g. assemblies for term, clubs for term).

### **Daily Timetable**

A timetable has been planned for each class, please refer to the Timetables folder on the Staffshare.

### **Data Protection**

The Lumen Learning Trust adheres to the General Data Protection Regulation (GDPR) which came into force on 25th May 2018. All staff are responsible for ensuring the collecting, storing and processing of any personal data (for children, staff or external parties) is done so in accordance with GDPR. Personal data can be either in paper or electronic form and relates to any specific information relating to an identifiable natural person such as a photograph, name and/or physical (e.g. age), mental (e.g. academic levels) or cultural (ethnicity or language spoken) details. We

must all ensure that clear consent is given to use personal data e.g. for online apps we must ensure parental consent has been given. The disposal of personal data is extremely important and should either be actioned by securely shredding paper-based records (bags available from the school office) or overwriting/deleting electronic files. Our full data protection policy can be found in our staff shared drive.

If you have any concerns regarding personal data for either yourself or another individual, please speak to the Headteacher on site or a member of the Central Data Management Team as follows:

- Gill Hicks, based at Saxon Primary School, Shepperton tel: 01932 571217 option 4, [datamanager@lumenlearningtrust.co.uk](mailto:datamanager@lumenlearningtrust.co.uk)
- Karen Hearty, based at Saxon Primary School, Shepperton tel: 01932 571217 option 3, [datamanager@lumenlearningtrust.co.uk](mailto:datamanager@lumenlearningtrust.co.uk)
- Lisa Cosgrave, based at Echelford Primary School, Ashford tel: 01784 253233 option 2, [datamanager@lumenlearningtrust.co.uk](mailto:datamanager@lumenlearningtrust.co.uk)

### **Difficult Conversations**

There may be occasions when you have to deal with difficult situations in which parents may become agitated or rude. We do not tolerate aggressive or threatening behaviour towards any member of staff and adults can be barred from school premises should this be necessary. Staff should be aware of potential issues and make appointments to see parents in the reception area and / or with additional staff if necessary. Ad hoc meetings with parents should not occur in isolated areas.

### **Displays**

A hall display timetable giving deadlines for hall displays and the themes for the displays is discussed and agreed at the beginning of every school year.

Please keep your displays tidy, ensuring repairs happen if necessary. Teachers and teaching assistants have a responsibility for ensuring their displays are kept tidy and attractive.

### **Dress Code**

All staff appearance must be professional at all times both within the workplace and when representing the school at differing venues.

There is no exhaustive policy defining acceptable and unacceptable standards of dress and appearance and staff must use 'common sense'.

The school recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety and security considerations.

Please also consider your appearance both in the context of the practical situations you are involved in in a busy primary school, as well as the safeguarding responsibilities we have. For the avoidance of doubt, inappropriate dress is deemed to include the following:

- Jeans (or trousers that look like jeans) and other denim clothing
- Revealing or excessively tight clothing, such as cropped tops and short skirts
- Clothing which exposes underwear



- Casual t-shirts, vest tops or shorts (except where appropriate to task, e.g. PE)
- Combat or cargo trousers
- Leggings, unless worn under a skirt or dress of appropriate length
- Beach flip flops - all footwear should have a heel strap.
- Garishly coloured, patterned or sparkly attire
- Trainers (unless being worn for PE)
- Casual boots, e.g. Ugg boots and excessively high heels
- Strapless tops/dresses or tops/dresses with 'shoestring' shoulder straps or halter necks
- Clothing with large logos, political symbols or contentious slogans.

Hair should be neat and tidy with no extreme hairstyling. Staff are asked to cover up visible tattoos whilst at work where the location of the tattoo makes it reasonably practicable to do so. Jewellery should be discreet and visible piercings kept to a minimum. Single nose studs must be small and discreet. All staff are expected to be well groomed and maintain a good standard of personal hygiene. Clothing should not unduly restrict movement or prevent a task being carried out with dignity.

### **Email**

All staff are issued with their own Riverbridge email account and log-in. In our busy school lots of information is shared in lots of ways but email is used particularly effectively. It is an expectation that you check your Riverbridge email account very regularly (twice a day is considered a minimum) to ensure you keep yourself up to date with information and action issues as necessary.

### **Equipment and Resources**

Equipment and resources are located in various places throughout the school. Please feel free to make use of them for your lessons, ensuring that they are returned to the correct storage area when finished with. Please do not be tempted to "hoard" resources as this makes it difficult for our stock keeping etc.

### **Exercise Books**

These are located in the storage cupboards on each base. Please ensure that you inform the office staff when you notice that stocks are running low – don't leave it until you use the last book! If there is an urgent request please refer to Julie Williams.

### **Evacuation**

If the fire alarm goes, please make your way to the fire assembly points for each base which are the playground at Park Avenue and opposite the Doctors surgery at Knowle Green. Please ensure the children are led in silence and do not stop to pick anything up. More specific directions relevant to each room can be found on the wall of every room.

### **Eyecare**

An e-voucher eyecare scheme is available for all Lumen Learning Trust staff who use display screen equipment (DSE) such as a computer or laptop for work purposes. Those staff that use DSE continuously for an hour or more on most working days are entitled to a free eye test every 2 years, unless specified by their optician, provided by the school. If glasses are required, the voucher will also entitle staff to a free pair of VDU glasses from the opticians range or £25 towards a pair of glasses of your choice.

### **First Aid**

All First Aid equipment is kept in the school office.

### **Governors**

We are keen for our Governors to be involved in the life of the school. In order for them to fulfil their roles effectively they may arrange to meet with different members of staff to discuss particular developments and observe practice.

### **Home Learning**

Our Home Learning Policy is in your class folder, on the Staff Drive and on the website (for parental access).

### **Hygiene Practice**

If a member of staff has to administer to a child who is bleeding, they should always wear gloves. These are kept in the first aid cupboard in the school office and there is also a supply in each classroom.

### **ICT & E-Safety**

Riverbridge has an E-safety policy, and relates to other policies including those for ICT, Anti-bullying and Child Protection. All staff must read and sign the Staff Code of Conduct for ICT use before using any school ICT resources. This is found in the Appendix of this handbook.

### **ICT Equipment**

All classrooms have a PC connected to either a projector and interactive whiteboard or a smarttouch TV. There are also either pupil computers or laptops. We also have laptops available at both bases which are housed in the laptop trolleys, please ensure that these trolleys are moved by adults not children.

Please ensure your IT equipment has been turned off at the end of each school day and Laptop trolleys are charged overnight.

We have photocopiers in the reprographics rooms on each base. All teachers will be allocated a code which will include a prescribed number of colour copies and prints. Each class will also have a general code to be used by TAs which allows Black and White copying. It is unwise to share your code as periodic checks will be made on copy numbers. Please keep an eye on the paper available. Please do not open the last ream without telling the office that we are about to run out.

ICT is supported by Antony Baxter from Eduthing who visits each Wednesday. Please log issues for Antony's attention via the portal on the desktop. All other general ICT queries should be directed to the school office.

### **Letters**

Any letters sent home to parents must be checked by a member of SLT before being sent out and a in copy sent to the office.

### **Lost Property**

This is kept in large plastic boxes in the main entrance of each base. Any named property is returned U asap. If unnamed uniform is unclaimed for a month the uniform is donated to the 2<sup>nd</sup> hand uniform sales.

### **Lunch**

Please order lunch via the order form in the office unless you provide your own. Lunches must be paid for online.

At both bases lunchtime is divided into two sittings for children.

These sittings will need to be adaptable during the academic year 2020-2021 due to the impact of Covid19. Our previous plans (for reference) were as follows:

At Knowle Green lunch starts at 11.50 when Reception children eat their lunch in the hall and Year 1 go out to play at 12 noon. At approximately 12.25 a lunchtime supervisor blows a whistle and the Year 1 children eat in the hall while Reception play in the main playground.

At Park Avenue lunch is from 12 noon to 1pm.

### Messages

When asking children to take messages to another person in school: FS & KS1 – 2 children (one with the message and one accompanying); KS2 – 1 child.

### Movement around the school

Ensuring a calm, orderly environment is so important to our learning provision. When your class is going anywhere as a class or as a group, please ensure the teacher or the TA is leading them in a calm and quiet line, one behind the other. Please do not simply dismiss your children from the classroom when going to assembly, out to play, out to lunch or home – the expectation is that they are led by an adult to wherever they are going in order to ensure they move calmly and sensibly around the school. ***It is everyone's responsibility to ensure a calm environment for our children. Please do not 'turn a blind eye' simply because the children responsible are in a different class to your own.***

### Mobile phones

Please ensure your phones are on silent mode during class time as this is a distraction both for yourself and the children. Please do not use your mobile phone in the classroom or if on playground duty at any time. This would constitute a breach of professional conduct and disciplinary action could follow. Our office is manned from 8.30am-4.30 pm and messages will always be passed on to you. If you need to make or receive calls whilst on your break or lunch time please do so somewhere quiet, not in the staff room.

### Moaning!

The children's needs and how to create the best possible provision to enable these needs to be met is at the heart of all decisions taken. Staff are given forums in which to discuss provision and are expected to make use of these. From time to time decisions are taken which individuals may find difficult. If this situation should arise, staff are expected to approach difficulties with a 'solution-focused' attitude. Simply airing unhappiness with a sympathetic individual is fairly unproductive as it can actually spread dissatisfaction and unhappiness and ultimately runs the risk of compromising the needs of the children. Staff are asked to think beyond the problem and consider it within an objective, intellectual framework rather than a purely subjective, emotional one. Therefore the expectation is that all staff (teachers, teaching assistants, support staff, admin staff) in these situations would have the professional outlook that enables them to discuss the situation in confidence with someone who could effect a solution e.g. a member of the SLT.

### Orders

Please ensure you use the purchase order request form which is located on the server in Staffshare> Order Form and email to Julie.williams@lumenlearningtrust.co.uk for processing. An official order will be raised, authorised by the Head and sent to the supplier. All orders need to be placed on the school's finance system for accuracy of records (helps with monitoring school assets).

### **PE Equipment**

Kept in the shed at Park Avenue and the cupboard in the hall at Knowle Green. Please ensure all equipment is returned to the correct storage area tidily

### **Photographs and videos**

As part of our school activities, we may take photographs and record images of individuals within our school. If photos need to be taken during a lesson it must only be carried out on a class tablet. Please also ask for a consent list for the children in your class from the office before taking any photographs. A child's name should never accompany a photo to avoid identification. If you do not wish to have your image taken while working at our school, please email [datamanager@lumenlearningtrust.co.uk](mailto:datamanager@lumenlearningtrust.co.uk).

### **Planning**

Planning can be found in the planning folder and also on the 'Staffshare>Planning under each year group. We have a high expectation of our children's achievements and behaviour. All classes are supported by a teaching assistant who will be able to help you. All planning is available to supply teachers, support staff and observers in the class planning folder. Planning templates can be found on Staffshare > PLANNING 2020-2021.

### **Pigeon holes**

Letters, circulars, subject information etc will be put in your pigeon hole. These are in the Office Annex at Knowle Green Base and in the staff room at Park Avenue Base. It is an expectation that you keep on top of your post and check your pigeon holes regularly so that you don't miss out on important pieces of information.

### **Playground Duty**

Please see earlier item – Break duties.

When on playground duty remember your role there is to ensure the children have a positive time with their friends and it is an expectation that all adults on duty are proactive about anticipating potential difficulties between children. Adults on duty must be vigilant and prepared to address issues that appear to be brewing between children, before a situation becomes worse. There are always a number of adults on duty; they should position themselves in such a way as to be sure they can see all aspects of the play areas. No children should be playing in an area that cannot be seen by the adult on duty.

### **Playtimes**

Timings for the current academic year will be flexible due to the impact of Covis19.

Plans for 2019-2020 are included below as a reference point.

Morning playtime at both bases is between 10.40 and 10.55 am. Lunchtime is between 11.50 and 1pm at Knowle Green and 12 noon and 1pm at Park Avenue. Year 2 also have an afternoon playtime for ten minutes at 2.10 pm.

### **Positive Touch**

Some staff are trained in Positive Touch, a strategy aimed at de-escalating situations where the behaviour may become physical. No member of staff is expected to physically restrain a child as this requires specialist training not available for staff in a mainstream school.

### **PPA**

All teaching staff are entitled to 10% of their teaching time out of class to support planning, preparation and assessment. It is the teacher's responsibility to ensure the colleague taking the

class in their absence has all the necessary information to enable the learning time to be successful in their absence.

### **PTA**

We are lucky to have such a supportive and committed parents' association. Whilst respecting the issues surrounding work-life balance, it is an expectation that all staff show their support to the Riverbridge PTA team through attendance at as many of the parents' association events as possible.

### **Pupil Progress Meetings**

These take place periodically throughout the year and will involve teachers and members of SLT looking at children's progress.

### **Reclaiming Expenses**

Before purchasing items for your class, please check with the School Business Manager, Claire Quillish – she will be able to ensure that there are funds available, that the item cannot be sourced through the Purchase Order System and also explain how reimbursement is completed & processed.

### **Registration**

By law registration must be recorded at least twice a day. All children are registered at 9 am and 1pm. We register our children electronically. Please ask the office staff who can explain the procedure. Children who arrive late must be sent to the office to be registered, and for their parent/s to sign them in stating why they are late.

### **Risk Assessments**

These need to be done for all off-site activities and there is a Risk Assessment file in the School Offices as well as a copy on staffshare. Risk assessments need to be completed before a visit takes place and handed into a member of the Senior Leadership Team to be signed. It is also useful for teachers to keep a copy of the new ones they do as these might be useful for future reference. Any questions or queries about how to carry out Risk Assessments etc. should be directed to Prue Friend, our Educational Visits Co-ordinator.

### **Safety**

All staff are responsible for maintaining a safe working environment. However, any member of staff who is concerned about an aspect of safety should also discuss this with any member of the Senior Leadership Team. Any caretaking issues should be reported to Peter by email to [peter.llewellyn@lumenlearningtrust.co.uk](mailto:peter.llewellyn@lumenlearningtrust.co.uk). A copy of the school's Health and Safety Policy is on Staffshare or available from the school office.

## School Uniform

Our uniform is sold by Uniforms Direct in Staines and comprises of the list below:

Non gender-specific Uniform	P. E. and Swimming	Extras
<p>Grey skirts/pinafores/trousers/shorts</p> <p>White short/long sleeve shirts (not polo shirts)</p> <p>Royal blue v-neck sweatshirt or jumper/sweatshirt or wool cardigans</p> <p>Blue/Yellow striped ties.</p> <p>Summer royal blue (not navy blue) and white check dresses.</p> <p>White or grey short or long socks/grey tights</p> <p>Black low heeled shoes –not trainers</p> <p>Hair needs to be both suitable and sensible for school.</p> <p>Long hair to be tied back. No high fashion or cult haircuts please. E.g. 'train-tracks' or 'mohicans'</p>	<p>Yellow round neck T-shirt</p> <p>Navy shorts</p> <p>Navy joggers</p> <p>Black plimsoles</p> <p>Sports trainers for juniors</p> <p>Junior Swimming lessons</p> <p>Girls-one piece plain, preferably royal or navy</p> <p>Boys-plain shorts preferably royal or navy not Bermuda.</p>	<p>Reversible fleece jackets</p> <p>Book bags-Compulsory from Nursery to Year 4</p> <p>P.E. bags</p> <p>Backpacks are not compulsory and are only suitable from Year 5 upwards.</p> <p>Summer caps</p> <p>Woolly hats</p> <p>Hair accessories, hair bands should be small and blue or neutral colours. Alice Bands only in royal blue.</p>

Jewellery other than small & discreet stud earrings, is not allowed in school and these earrings must be removed for PE in compliance with Surrey's safety rules. Children are responsible for removing their own earrings and storing them until the end of the lesson.

It is an expectation that every member of staff re-inforce our expectations re uniform with every child e.g. asking children why they don't have a particular item of uniform and encouraging them to make sure it is in school the next day. There is also a copy of a letter held in each class which should be sent home to parents asking for correct uniform to be supplied.

Children should be encouraged to name all of their possessions.

We encourage and expect our children to take pride in their appearance. To this end, all pupils are expected to wear the required school uniform.

### School Visits

Our Educational Visits Co-ordinator is Prue Friend supported by Louise Price. All visits need to be thoroughly planned for and risk assessments carried out. Details of all school trips are recorded by the office on a central system. Parental permission must also be given before children can be taken out of school.

### Senior Leadership Team

The Senior Leadership Team consists of Mary Ellen McCarthy, Paul Grimwood, Sian McCarthy, Jan Ronicle, Nina Talkington, Louise Price, Sophie Campain, Louise King & Claire Quillish.

### Signing In and Out

In order for us to ensure we know who is in which school building, please ensure you sign in and out every time you come in and go out of the building. Given we are on two bases, it is particularly important that you adhere to this expectation in case the building needs to be evacuated for any reason.

### Smoking & Vaping

Lumen Learning Trust, and all associated sites, are entirely smoke free and vape free. This includes the use of traditional tobacco products as well as the use of electronic nicotine delivery systems or electronic smoking devices commonly referred to as e- cigarettes, e-pipes, e-hookahs and e-cigars. Smoking and vaping are prohibited in all enclosed and outside areas of the worksite without exception. This includes, but is not limited to, common work areas, classrooms, meeting rooms, private offices, hallways, cafeterias, staffrooms, stairs, restrooms, employer-owned or leased vehicles, school fields, playgrounds and car parks. This policy also applies to the immediate vicinity of all Lumen sites.

### Subject Leadership

All teachers who are not newly qualified staff are subject leaders in at least one subject. The details can be found on the Staff drive.

### Staff Meetings

Our staff meetings for teachers usually take place on Wednesdays from 3.45-5.30. We expect staff to use the opportunities presented at staff meetings to learn, develop and reflect on new ideas and practice. ***Please could you make full use of these opportunities by actively engaging in the debate, raising concerns if necessary and entering into open and honest dialogue about possible developments to practice.***

Please take note that mobile phones should not be used in staff meetings and all conversations must be related to the topic.

Admin staff meetings for teaching assistants take place at least once every half term, often more regularly, and are led by a member of the Leadership Team. It is intended that these meetings enable teaching assistants to be fully informed about practical issues as well as developments taking place in school.

### Staff Code of Conduct

In line with Safeguarding best practice expectations, all staff are asked to adhere to the Staff Code of Conduct in the Appendix of this handbook.

### **Supply Teachers**

There will always be occasions when a supply teacher is required to cover an absence. If you know you will be absent please ensure you have work set together with clear instructions in an obvious place in the classroom. It is helpful if your TA also knows all this information.

Supply teachers are expected to leave the classroom tidy at the end of the day and mark all children's work in accordance with the school policy. Teachers should ensure that supply teachers are left clear and explicit plans so that learning may continue in their absence.

### **Storage of Personal Items**

Most classrooms have lockable storage and we do also have a limited number of lockers available at both bases. Please speak to the office staff if you need a locker.

### **Team Meetings**

Each year group has a team leader and a team meeting for the relevant teachers is held on Tuesday afternoons after school. There is a set agenda which is followed each week and minutes are taken to support monitoring of whole school developments as well as identification of particular issues.

### **Text Message Service**

We use Tucasi text message service to pass messages to staff as well as parents. Please ensure we have your correct mobile number and be sure to let the office know if your number changes.

### **Time keeping**

Please arrive in school in good time to enable you to be fully prepared for your class. If you are a Teaching Assistant, please ensure you arrive in good time ready to be either in your classroom or on playground duty at **8.30**. We do expect all teachers to be in by 8.30 at the very latest however most staff are in school much earlier. Whilst there is no hard and fast rule about what time you should leave at the end of the day, time needs to be given to ensure all work is marked, preparations are made for the next day, displays are kept tidy and that the classroom is left tidy at the end of every day.

### **Whistleblowing**

Speaking Out is Surrey County Council's Whistleblowing Policy.

Surrey County Council encourages all employees who have serious concerns about any aspect of the Council's work to come forward and voice those concerns.

A copy of the full adopted policy is displayed on the Staff Notice Board. However, any employee with any concerns that another person, acting on behalf of the school or the County Council, is involved in criminal activity, fraud, theft or damage to Council property or reputation may contact Expolink Europe Ltd. Expolink can be called on Freephone: 0800 374199

Expolink's trained call handlers will ask the caller to provide details of the event that they are concerned about. The caller does not have to give their name or phone number if they do not wish to. Instead the caller is provided with a unique reference number so that if they want to call back with more information the reports can be linked or if they want feedback on progress this can be provided. However, if the caller does give their details to Expolink, these are not passed to Surrey County Council without the caller's express permission. Expolink sends a report on the call



securely to one of the council's authorised recipients depending on the nature of the complaint. As soon as Expolink receives confirmation that the report has been received they destroy their copy. The concern is then dealt with in line with the LA guidelines.

### **Whole School Policy**

Once a decision about developments to practice has been debated and made, it is an expectation that staff take a full and active part in working on those developments. In this way, our vision for our children can best be fulfilled.

## **Appendix**

### **Staff code of conduct**

#### **Staff Code of Conduct**

##### **Personal Conduct**

Riverbridge Primary School expects all employees to promote and maintain high standards of personal conduct to sustain the good reputation of the school.

- Employees must perform their duties to the highest possible standards, with honesty, integrity and impartiality and be accountable for their own actions.
- Employees have a duty of trust in relation to the school, pupils, parents and the local communities.
- Employees are expected to treat others with respect, fairness and dignity at all times.
- Employees have a collective responsibility to communicate to the appropriate manager any relevant concerns they may have about the quality of provision, as this will help the leadership team to ensure that standards are achieved and areas for improvement identified.

In addition to this code of conduct, teachers are also expected to meet the standards outlined in the Teachers' Standards published by the Teaching Agency ('Personal and Professional Conduct').

##### **Compliance with School Instructions**

Riverbridge Primary School expects all employees to comply with lawful written and oral instruction unless to do so would result in a health and safety risk.

##### **Disclosure of Information**

All employees should develop a clear understanding about what information can be disclosed to the Council, auditors, government departments, parents, pupils and the wider public, and what information should remain confidential. Any information made available should be provided in a clear and concise way. Employees should seek the advice of their line manager if they are at all unsure of the level of confidentiality which is required.

Employees should not use any information gained in the course of their employment for personal gain, or pass it on to others who might use it in such a way. Information concerning another person's personal affairs should not be divulged without prior approval, except where that disclosure is required or sanctioned by law.

##### **Declaration of Personal Interests and Outside Commitments**

Employees are responsible for ensuring that their private interests or beliefs do not conflict with their professional duties.

All employees should declare any non-financial or financial interest which might conflict with the ethos or work of the Trust.

Declarations should be made via the relevant School Business Manager who should ensure that a written record is made in accordance with the school's procedure. Declarations must extend to acknowledging the involvement of a relative or partner of an employee in an organisation with which the school does business (or seeks to do business), particularly if they are directors, partners or hold senior managerial positions in those organisations.

Where employees are in any doubt about whether any personal relationships, interests, or outside commitments should be declared in particular circumstances, they should either declare the information in any case, or else seek further advice from the relevant School Business Manager.

### **Appearance and Dress**

All members of staff are expected to ensure that they are dressed appropriately (adhering to the school dress code – see Staff Handbook) and safely for the work they are engaged to undertake and for the environment in which they are working.

### **Drugs and Alcohol**

Employees must never arrive at work incapable through the effects of alcohol or drugs. Drinking alcohol or taking drugs (apart from appropriately prescribed medication or over-the-counter remedies) at work or during breaks is also strictly prohibited. The consumption of alcohol at staff events or meetings is subject to the authorisation of the Headteacher.

### **Working Relationships**

Internal and external working relationships are formed on a daily basis with colleagues, pupils, parents and contractors. These should be conducted in a professional, friendly and respectful manner.

### **Political Neutrality**

Employees should ensure that their own personal or political opinions do not interfere with any school policy.

### **Appointment of Staff**

Employees should not be involved in a staffing appointment, or in any decision relating to the discipline, promotion or pay or conditions of another employee (or prospective employee) to whom they are related or have a close personal relationship.

### **Equality Issues**

All employees and members of the local community have a right to be treated with fairness and equality. Employees must ensure that they comply at all times employment policies in relation to equality issues.

The bullying or harassment of other work colleagues, pupils or other members of the community is considered to be gross misconduct. Employees are expected to report any concerns or suspicions they may have about the treatment of others to their line manager or the Headteacher.

### **Contractors and Competitive Tendering**

Contractors may include individuals who are temporarily working alongside school's staff, or employees of an external firm that has been awarded a contract to provide services. All contractors should be treated with courtesy and respect.

Any orders and contracts must be awarded by fair and open competition against other tenders. No special favour must be shown to current or recent former employees or associates in awarding contracts.

Employees must declare any relationship with a particular contractor, or any potential contractors, to the appropriate manager.

Employees should be clear on the separation of client and contractor roles. Senior employees who have both a client/contractor responsibility must be aware of the need for accountability and openness.

Employees privy to confidential information on tenders of costs relating to contractors should not disclose the information to any unauthorised party or organisation.

### **Use of the School's Materials, Property or Resources**

Employees must ensure that public funds entrusted to them are used in a responsible and lawful manner. Employees should not make personal use of any school property, facilities, equipment, materials, vehicles or resources unless properly authorised to do so.

### **Hospitality and Acceptance of Gifts**

All school staff are expected to refuse the offer of inappropriate and disproportionate hospitality and gifts made as part of the discharge of their duties unless there are compelling reasons or exceptional circumstances for doing so. The acceptance of gifts and hospitality must be treated with extreme caution and may be regarded as a breach of the code of conduct. The onus is on the individual to take responsibility for making informed judgements about any and all offers of gifts and hospitality made to them. As to what is "inappropriate and disproportionate", something like a small token to a teacher, a small bouquet of flowers sent in thanks or a small buffet lunch to facilitate networking, would not seem unreasonable whereas tickets to football matches or the opera have a value to them which could have the potential to be interpreted as recompense, inducement or endorsement.

Gifts or hospitality must not be accepted where it might be perceived to influence a decision in respect of purchasing goods or services, awarding contracts, or in the discharge of any other aspect of the school's day to day business. It is your responsibility to refuse such offers and to report any possible conflict of interest and any cases where you believe that the Trust or one of its schools may be compromised.

It is a criminal offence for employees or those working on behalf of the school to corruptly receive any gift, loan, fee, reward or advantage for doing, or not doing anything, or showing favour, or disfavour, to any person in their official capacity.

In no circumstances should a statement ever be made in return for a personal gift or money.

It is expressly prohibited for an employee to accept any gift or hospitality from an organisation if he/she is actively involved in a tender process with the organisation on behalf of the school. This prohibition commences at the point that an invitation to tender is published and extends to a period of three months after a contract has been awarded.

For reasons of probity and transparency, the principle of receipt of gifts or hospitality extends to the spouse, partner or immediate family of the employee.

If you have any doubt about such an offer of a gift or hospitality you are responsible for notifying and discussing this with your immediate manager.

### **Whistleblowing**

If an employee becomes aware of activities which he/she believes to be illegal, improper, unethical or otherwise inconsistent with this code of conduct, the employee should report the matter in accordance with the school's whistle blowing procedure. All employees are required to comply with any investigation undertaken as a result of such allegations being raised.

### **Safeguarding Children and Young People**

All schools have a legal duty to safeguard and promote the welfare of pupils and all staff are expected to take responsibility for ensuring that young people are protected from harm and conduct themselves appropriately with due regard to professional boundaries. Riverbridge Primary has a Child Protection policy which all employees are required to read and familiarise themselves with. All staff have a duty to report any concerns they may have about the safety or welfare of a pupil, initially to the School's Designated Safeguarding Lead, or, in their absence, one of the other Senior Leaders in the schools.

All staff are required to read Part 1 of Keeping Children Safe in Education 2020 update and sign to confirm they have read and understood the content.

### **Criminal Charges or Convictions**

All employees must inform the Headteacher immediately if they are issued with any criminal conviction, caution, reprimand or final warning or are the subject of a police investigation during the course of their employment with the school. The Headteacher will discuss the matter with the employee in the context of the role they perform and the duty to safeguard young people.

### **Health and Safety**

All employees have a shared duty to help prevent injuries or accidents occurring at work by complying with the school's health and safety policy and all instructions relating to safety and security procedures that are specific to the relevant school setting.

### **Secondary Employment**

Employees are able to take up additional employment other than at the school provided the employment concerned does not constitute a conflict of interest or adversely affect their employment at the school.

Employees should, however, keep their relevant school informed of other employment they undertake so that the school may ensure that the 48-hour weekly working time limit under the Working Time Regulations 1998 is adhered to. In the event that your combined working hours are likely to exceed this figure you will be asked to sign a working time 'opt out' agreement.

### **Employment Policies**

Riverbridge Primary School has in place a range of relevant policies. You should familiarise yourself with any policy the school has provided to you and ensure that you take account of any future policy changes communicated to you.

### **Use of Social Networking Sites**

Regardless of any staff member's role in the school, it is an expectation that all staff members adhere to the following expectations re use of social networking sites:

- No children's or parents' names or personally identifiable information to be cited in any comments
- No confidential information shared about any child, parent, carer or member of staff
- No photographs of children or any other member of staff to be uploaded or 'tagged' without express prior permission from the Headteacher and child's parents
- No comments or opinions shared re any aspect of the school provision
- No images of children's work or school documentation to be uploaded without express prior permission from one the Headteacher
- No comments or opinions of staff or parents, past or present

- Comments, posts and descriptions should reflect the expectations of professional conduct; use of profanity or threatening language is forbidden; racist and discriminatory comments of any kind are forbidden
- Privacy settings must be tight and limited to 'friends'
- Any hyperlinks or images posted must not contain material that could cause offence or be inappropriate
- Staff cannot be 'friends' or followers of pupils at the school
- It is preferable that staff are not 'friends' or followers of current parents, however where parents themselves are also staff it is understood that rigid adherence to this expectation may be difficult. Staff in this position must take particular care with their comments etc.

### **Breach of Code of Conduct**

Any breach of this code of conduct could result in disciplinary action being taken

**Sept 2020**

